

April 23, 1999



ITAS Team

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Policy on Loan of Government-Owned Equipment & Proper Use of Technology/
Internet Access

The following is a copy of an email sent to all employees. This policy is to be adhered to by all CCMA employees and contractors. NOAA Form 37-40 and Optional Form 7 are available in PDF on the CCMA Mac Server in the pub directory in the Forms folder.

Direct any questions to H. Stanford (713-2989 x141) or B. Gottholm (713-3028 x168).

To: ALLNOAA
cc:
bcc:
From: David Murdock@Announcement@OA
Subject: Use of Government-owned Computers
Attach:
Certify: N
Date: Friday, February 5, 1999 13:22
Reply To:
Forwarded to: B. William Gottholm@CMBAD@NORCA
cc: Andrew Robertson@CMBAD@NORCA
Hal Stanford@HQ@NORCA

[Original Message]

Dear NOAA Employees:

With the tremendous improvements in computer technology, the need to do work at home, and the availability of unlimited information on the Internet; the following information is provided to you on the loan of government-owned equipment and the proper use of the technology available to you including access to the Internet.

Under certain circumstances, NOAA employees and NOAA contractors are permitted to borrow government computer equipment for home use for a specific period of time. The approval of the employee's first line supervisor is required and the Line/Staff/Program Office Property Custodian (PC) must be informed. The PC will be aware of regulations governing the borrowing of equipment. Below are restrictions which must be followed when government-owned computers are loaned to NOAA employees or contractors:

When may NOAA property be used outside the office?

With the approval of the Owning Organization, the first line Supervisor, and the PC in control of the loaned property, NOAA employees and NOAA contractors may take computer equipment home if they are required to regularly perform special tasks after hours or from home. The borrower is financially responsible for the property and may be required to pay for the equipment if it is lost, stolen, or damaged.

When laptop computers are taken on travel they should be carried on-board rather than being checked as baggage.

What procedures need to be followed?

1. The employee must obtain the approval of his/her supervisor; contractors must also obtain approval of the COTR;
2. The PC responsible for the equipment completes NOAA Form 37-40, Personal Custody Property Record/Hand Receipt (this form is currently being revised—copies of the old form may be obtained by contacting the NOAA Property Office at (301) 713-3530); furnishes a copy to the borrower and retains one copy for internal file/inventory record; and
3. The Optional Form 7, Property Pass, is completed by the PC which allows the borrower to remove the property from a government facility and remains with security personnel.

Field employees should contact their Regional Property Manager when borrowing government owned equipment.

Employees/contractors are reminded that government-owned computers, on-site or off-site, must be used in accordance with DOC/NOAA policy.

Personally owned software or public domain software may be installed on Government owned equipment provided that all licensing requirements are met; it is authorized by an appropriate authority; and is used to accomplish the mission of the Department. All software should be scanned for viruses before being loaded.

Policy on the Use of the Internet:

Internet services and e-mail can be used during non-working hours for non-official purposes. This policy will assist employees in becoming proficient in using the Internet and will enhance their professional development at minimal expense to the Government. Employees may not use government printers or supplies in conjunction with personal Internet and e-mail activities. Activities for which Department Internet and e-mail services may not be used, during working or non-working hours, include the following:

- (1) the pursuit of private commercial business activities or profit-making ventures (i.e., employees may not operate a business with the use of the Department's computers and Internet resources);
- (2) matters directed toward the success or failure of a political party, candidate for partisan political office, or partisan political group;
- (3) prohibited direct or indirect lobbying;
- (4) use of Internet sites that result in an additional charge to the Government;
- (5) engaging in prohibited discriminatory conduct;
- (6) the obtaining or viewing of sexually explicit material;
- (7) any activity that would bring discredit on the Department; or
- (8) any violation of statute or regulation.

Of course, the Department expects employees to conduct themselves professionally while using Department resources, and employees must refrain from using Department resources for activities that are disruptive to the work place or in violation of public trust.

The Department Policy on the use of the Internet is available at http://www.doc.gov/ostm/intpol_intro.htm; hardware and software policies are located at <http://oamweb.osec.doc.gov> under Policy and Guidance in various chapters of the Information Technology Management Handbook (ITMH).

Like all other Government computer use, use of Government equipment for personal use of the Internet may be monitored and recorded. Anyone using Government equipment consents to such monitoring and is advised that if such monitoring reveals possible evidence of criminal activity or employee misconduct, system personnel may provide the evidence of such monitoring to Department and law enforcement officials.

Individuals are not guaranteed privacy while using government computers and should, therefore, not expect it. To the extent that employees wish that their private activities remain private, they should avoid using the Department Internet or e-mail for such activities.

For further information on the Personal Property aspect of computer use, please contact Donald Still, Acting Team Leader, Personal Property Team, at (301) 713-3530;

For further information regarding proper use of the Internet, please contact Linda Hood of the Telecommunications and ADP Security Branch at (206) 526-6428; and

For further information regarding proper use of government-owned computer equipment, please contact Natalie Smith of the Information Resources Management Staff at (301) 713-3525 x114.

Thank you for your cooperation.

David A. Murdock, Chief, Administrative Services Division (301) 713-3551

This message was generated for the Chief, Administrative Services Division
by the NOAA Information Technology Center/Computer Division
(All NOAA employees)

For CCMA employees, the following approvals/signatures are required:

NOAA Form 37-40 (Personal Custody Property Record/Hand Receipt)

1. Hal Stanford must initial and approve.
2. Andy Robertson is the Property Custodian - signature required (no substitution authorized).
3. Original form, with signatures, goes to Bernie Gottholm. The borrower retains a copy.

Optional Form 7 (Property Pass)

1. Presently, only Charlie Parker and Larry Claflin are authorized to sign for removal of CCMA property.

For non-CCMA employees (contractors, interns, other NOS/NOAA employees, any special circumstance cases) the Team Leader should discuss and receive approval from Hal Stanford.

Under no circumstances is property to be loaned, transferred, removed or discarded without formal approval from the Deputy Director, CCMA.

Because many of our laptops are used by various employees, installation of any software must be approved by Charlie Parker for Mac and Lita Katz for Windows machines. Also, if you suspect that the machine you are using or have used may not be functioning properly, it may have gotten infected with a virus. Please notify one of the ITAS Team members immediately. They have additional software available that can be used to diagnose suspected problems.

PERSONAL CUSTODY PROPERTY RECORD/HAND RECEIPT

PROPERTY ISSUED TO: _____ NAME: (LAST) (FIRST) (MI)	ORGANIZATION _____	LOCATION BLDG: _____ ROOM: _____	HOME PHONE NUMBER _____
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Statement of Responsibility:

I have received the item(s) listed below on the date indicated. I accept personal responsibility for the property and will surrender it upon demand, transfer, or separation from the Government. I further understand that failure on my part to exercise responsibility for the care and protection of the item(s) listed below could result in pecuniary liability established in accordance with DOC Personal Property Management Policy Manual, Part 4.9.

BAR CODE NUMBER	DESCRIPTION (MAKE, MODEL, SERIAL NUMBER & ACCESSORIES)	COST

NAME OF PERSON RECEIVING PROPERTY _____	TELEPHONE NUMBER _____	ITEMS ARE TO BE RETURNED TO:	
SIGNATURE X _____	DATE _____	ISSUING OFFICE _____	LOCATION _____
NAME OF ISSUING PROPERTY CUSTODIAN _____	TELEPHONE NUMBER _____	RETURNED BY X _____	DATE _____
SIGNATURE X _____	DATE _____	RECEIVED - PROPERTY CUSTODIAN X _____	DATE _____
		SIGNATURE	DATE

OPTIONAL FORM 7 NOVEMBER 1950 PRESCRIBED BY GSA FPMR(41 CFR) 101-19.108	<h1>PROPERTY PASS</h1>	1. DATE ISSUED
This pass is to be used whenever property is removed from the building. It is to be properly filled in and signed and handed to the guard when leaving the building.		
2. NAME	3. BUILDING	
4. DESCRIPTION OF PROPERTY BEING REMOVED		
5. PROPERTY BELONGS TO <i>N/SCI1</i>	6. DEPARTMENT OR AGENCY <i>US Department of Commerce</i> <i>NOAA</i> <i>NOS/NCCOS/CCMA</i>	
7. SIGNATURE OF PERSON AUTHORIZING REMOVAL OF PROPERTY	8. TITLE	
	9. PASS GOOD UNTIL	
<div style="display: flex; justify-content: space-between;"> U.S. Government Printing Office: 1970-0-410-824 5087-183 </div>		